

POSITION DESCRIPTION

Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Classified	Regular	Full-Time	Existing	100%	Other %
Position Number: K0133390		Current Class Title: Administrative Specialist		For Use by Human Resources Allocation: Administrative Specialist Effective Date: 11/13/2009 FLSA Status: Nonexempt Approved By: Patti Woodcock Pay Grade: 19	
Employee Name: Daniel Gibbons		Proposed Class Title: (reallocations or new positions only)			
Direct	Name: Mary Ann Bechtold	Position Number: K0047919			
Supervisor	Title: Health or Environmental Planning Consultant				
Location:	Topeka/Shawnee	Other Location:	8:00am - 5:00pm	Other Hours:	
Division:	Division of Health, Bureau of Family Health			Budget Program Number:	65110

Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

2. How much latitude is allowed incumbent in completing work?		Significant
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3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

This position will function under a general outline of work to be performed provided by the supervisor.

4. Which statement best describes the results of error in action or decision of this incumbent?

Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.

Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Number	% of Time	E or M	Description of Duties
1.	25%	E	Enters data from contracting clinics monthly. Spot checks data entered or accuracy and makes corrections. Identifies duplication of files and forwards them to be combined. Responds to questions from other offices, agencies, and the public, and enters and manipulates data and information in word processing, spreadsheet, and database applications. Provides administrative support of a multi-facted program involving technical and detailed administrative services. Assists in preparing bi yearly status report on contracted performance measures/services outlined in vendor contracts.
2.	25%	E	Develops and updates MADIN resource library and compiles data to be used to update the service information system. Maintains the MADIN library in such a manner that a substitute operator can make use of the resources efficiently. Summarizes data received from agency participants in MADIN. Prepares data for statistical and narrative summaries of MADIN calls and services to identify unmet needs, and assists in compiling monthly, quarterly, and annual reports of programs serving individuals with disabilities and their families.
3.	20%	E	Informs and interacts appropriately with callers (families/professionals/agencies' personnel) on the 800 toll-free telephone, Make-A-Difference Information Network (MADIN). Assists callers to identify the specific concern or information request using professional interviewing and assessment skills. Repsonds to caller's request utilizing personel knowledge, computer databases and other available data.
4.	15%	E	Participates in meetings, conferences and seminars: A) MADIN and Special Health Care meetings scheduled as needed: 1. Presents statistical and narrative summary data and other pertinent information, including recommendations for modification to procedures/practices; 1. Makes verbal and written presentations at staff meeting. B). Other meetings, seminars. 1. Distributes literature at conferences (exhibitor booths) at least 4 per year; 2. Answers questions related to MADIN.
5.	10%	E	Develops and maintains a current Operator's Procedures Manual, based on the duties outlined in the position description, creates survey and feedback forms. Assist with providing input to the MADIN Web site. Updates and research data for accuracy and appropriateness.
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:				<input type="radio"/> Supervisor <input checked="" type="radio"/> Non-Supervisor	
7. List the class titles and position numbers of all agency employees directly supervised by this position:					
Class Title	Position #	Class Title	Position #		

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?					
				Other Purpose:	
<input type="checkbox"/> Local Government Officials	Frequency:		Purpose:		
<input type="checkbox"/> State Government Officials	Frequency:		Purpose:		
<input type="checkbox"/> Federal Government Officials	Frequency:		Purpose:		
<input checked="" type="checkbox"/> Community Contacts	Daily		provide program information		
<input type="checkbox"/> Private Consultants	Frequency:		Purpose:		
<input type="checkbox"/> Owners	Frequency:		Purpose:		
<input type="checkbox"/> Operators	Frequency:		Purpose:		
<input type="checkbox"/> Legislature	Frequency:		Purpose:		
<input checked="" type="checkbox"/> KDHE Program Staff	Daily		carry out duties		
<input checked="" type="checkbox"/> Other Families	Daily		provide program information		
<input type="checkbox"/> Other	Frequency:		Purpose:		
<input type="checkbox"/> Other	Frequency:		Purpose:		

9. What hazards, risks or discomforts exist on the job or in the work environment?	
<input checked="" type="radio"/> Normal Office Environment <input type="radio"/> Other (please explain)	

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others. (Check all that apply.)	
<input type="checkbox"/> Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public.	
<input type="checkbox"/> Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur.	
<input type="checkbox"/> Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training.	
<input type="checkbox"/> Personal protective equipment is provided as necessary.	
<input type="checkbox"/> The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries.	
<input type="checkbox"/> Normal driving and road hazards may occur while traveling Kansas roads.	
<input type="checkbox"/> Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc.	
<input checked="" type="checkbox"/> Requires the use of computer, copier, calculator, fax, and other electrical office machines.	
<input checked="" type="checkbox"/> Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office.	
<input type="checkbox"/> Other:	

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.					
Equipment:	Frequency Used:	Equipment:	Frequency Used:	Other:	
<input checked="" type="checkbox"/> Computer	Daily	<input type="checkbox"/> Other (describe)	Frequency:		
<input checked="" type="checkbox"/> Telephone	Daily	<input type="checkbox"/> Other (describe)	Frequency:		
<input checked="" type="checkbox"/> Copier	Frequently	<input type="checkbox"/> Other (describe)	Frequency:		
<input checked="" type="checkbox"/> Fax machine	Occasionally	<input type="checkbox"/> Other (describe)	Frequency:		
<input type="checkbox"/> Scanner	Frequency:				
<input type="checkbox"/> Scientific equipment	Frequency:				
<input type="checkbox"/> Sampling equipment	Frequency:				
<input type="checkbox"/> Vehicle	Frequency:				

Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Two years of experience in general office, clerical, and administrative support work.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required ☐ Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
☐ Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position.
☐ Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.

Other License

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education

- ☐ High School/GED
☒ Bachelors Degree
☐ Masters Degree
☐ Ph.D.
☐ M.D.
☐ Other
☐ Other
☐ Other
☐ Other

Degree Area

Mathematics/Arts & Humanities

Preferred Skills

- ☒ Computer Skills
☒ Grammar
☒ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

Bilingual English & Spanish

Preferred Experience:

Professional experience and knowledge of office equipment, personal computers, and communication systems. Ability to use word processing, spreadsheet, and database applications and to perform queries and reports. Ability to communicate effectively both verbally and in writing. Ability to extract, analyze, and transmit complex technical information from a variety of sources. Effective computer presentation and interpersonal communication skills.

Part IV: SIGNATURES

Signature of Employee Date

Signature of Human Resources Official 11/13/2009
Date

Approved:

Mary Ann Bechtold 11/10/2009
Signature of Supervisor Date

Signature of Agency Head or 11/13/2009
Appointing Authority Date